

Cymdeithas Grefyddol y Cyfeillion (Crynwyr) yng Nghymru a'r Gororau	Cymar	The Religious Society of Friends (Quakers) in Wales and the Marches
C	Charitable Incorporated Organisation	Q

Memorandum of Understanding Between Cymar and its trustees and Property Committee , and Area Meetings and Local Meetings
To be read in conjunction with the Property Protocol (which provides more details for LMs with Meeting Houses)

INTRODUCTION

Cymar is a registered charitable incorporated organisation. Responsibility for most aspects of Quaker worship and witness rests with the Area Meetings (QF&P the first two paragraphs of 4.02) and Crynwyr Cymru - Quakers in Wales (QF&P 5.04). This memorandum covers the life of the Local and Area Meetings (LM and AM) primarily in relation to buildings and land.

In principle the aim is to give LMs a large degree of freedom to run their own affairs within their agreed budget, while ensuring that the trustees maintain an appropriate overview of what is happening and undertake the legal responsibilities involved.

PROPERTY SECTION

	Local Meeting (LMP) with a Property.	Cymar Trustees and Cymar Property Committee CPC
Day to day running		
Upkeep of meeting house	Arrange for regular cleaning, voluntary or paid.	Standard employment contract or contract for services will be supplied by Cymar Trustees for use by the LM, can be adapted to suit with trustees agreement.

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Spending decisions	Expenditure up to £5,000.00 on maintenance can be decided by the LM, assuming sufficient funds. Budgeting and planning will be developed in conjunction with Cymar Trustees.	Cymar Property Committee may authorise expenditure by a LM with a MH of up to £10,000 without referring to the full trustee body. All decisions about expenditure on larger amounts will be made by the full trustee body. Budgeting and planning will be developed in conjunction with LMs.
Casual hiring of rooms	Promoting the use of the meeting house, using hiring existing policy Casual hirings are handled day-to-day by the LM hirings clerk. Alternatively, LMs could contract with an individual or firm to do this or use the services of a Friend from another meeting.	Cymar Trustees Property Committee produce a model policy which could be used
Property hire and terms	LM hirings clerk ensures that the hirers are suitable organisations in Quaker terms; that they sign room hire agreements, and that they are made aware of and comply with all the necessary Health & Safety, Risk Management and other policies Hirers should have their own Safeguarding Policy and risk assessment where relevant. LM need to highlight these but NOT check them. Ensure hirers have access to the meeting house and pay the agreed hire charge.	Cymar Trustees set the casual hiring and all other policies.

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Leasing of part or all of the building	LM find appropriate tenants, with advice from Cymar trustees if needed. Negotiate details of a legally binding lease/ licence with the tenants, working in conjunction with Trustees based on the template to be provided by Cymar Trustees. Ensure that the terms are complied with on a day-to-day basis.	Cymar Property Committee oversee the negotiations with legal advice. Two nominated trustees and sign the lease. The lease is held by FTL. Ensure that lease breaks and review dates are observed. All actions are reported to the whole Cymar Trustee body for confirmation.
Free (uncharged for) use of Property (e.g. an asylum seeker group, not paying for hire as a concern of the meeting)	Bespoke agreements will be needed for non payment for use of the property, to allow for accounting regarding donations in kind and recording of such.	Cymar Property Committee will be involved with any bespoke agreement regarding donations
Cymar Property Fund	Initially, whatever is the current practice within each Area Meeting will continue to be applied. It is expected that generally hiring income be retained by the LM and lease income be kept in the property fund. AMs should ask Friends who make a legacy in their will to specify in the terms of their wills whether they want to restrict spending to within their own AM or are willing for spending to be across the Cymar area.	Cymar Treasurer and Property Committee will oversee the holding of the Cymar Property Fund. Funds will be appropriately coded within Xero so that they are identified as being associated with each AM or LM where necessary. These funds will be used to support major repairs and refurbishments of all Cymar properties.

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Reporting	Send an annual premises report to Cymar Property Committee	Provide template for premises report Annex A of the Property protocol) Review reports from LMs, discuss any issues raised and take necessary action
Security	LM Property Committee is responsible for the security of the meeting house and associated grounds. This includes dealing with rough sleepers, drug-taking and other unauthorised activities on the Property; liaison with the police and social services may be necessary.	Cymar Property Committee will offer support. If costly security measures are required, funding may be provided via the Cymar Property Fund.
Medium term management		
Testing of services and equipment	Carry out and pay for reviews and testing of services and equipment at the required intervals under the guidance of the Cymar Property Committee. Arrange and pay for remedial work. Report to Cymar Property Committee via the annual premises report.	Cymar Property Committee will ensure that reviews of services and equipment are carried out according to the required regularity. (see property protocol)
Review of property	The property should be reviewed regularly for any damage and deterioration, or work that will need attention. Report to Cymar Property Committee via the annual premises report, or more frequently if required.	Produce an annual premises report template. (see property protocol) Cymar Property committee will ensure that regular reviews are carried out and acted upon.

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Quinquennial surveys	Liaise with Cymar Property Committee regarding appointing a surveyor. Make detailed arrangements and attend the survey Produce a simple 5/10 year plan for maintenance based on LM's knowledge of need and Quinquennial survey. Funding for repairs could be local, from the Cymar Property Fund, or need fundraising.	Cymar Property committee schedules the survey and payment is made from the Cymar Property Fund. Use completed Quinquennial surveys, in conjunction with LMs and their 5 year plans, to formulate a plan to cover building work over a number of years ahead to ensure long term viability of all its properties
Sustainability	Explore the Eco Church process and use to aid thinking about work for buildings and grounds to aid 5/10 year planning	Encourage use of the Eco Church system to improve sustainability of the MHs and to aid long term planning
Burial Grounds	If a LM has responsibility to maintain a burial ground, the LMP should visit it at regular intervals and record any remedial work required; this should be reported to trustees property committee who can then arrange with the LMP for this to be carried out.	Cymar Property Committee will maintain a register of Quaker burial grounds and who is responsible for their maintenance. They will arrange with the LMP to have remedial work carried out and for payment (this includes Newlands which is overseen by Ludlow Friends) .
Major decisions	Friends Trust Ltd (FTL) owns the properties with Cymar being the beneficial owners. FTL holds the title deeds. There must be a minute of agreement from the LM, AM and Cymar trustees before proceeding with any major decision. These matters require discernment and realism. If there is difficulty in reaching unity, the AM elders should take appropriate steps to resolve the matter, for example they might ask experienced elders from a neighbouring meeting to support a threshing meeting, ask Quaker Life for help in finding appropriate mediators or refer the matter to a General Meeting of Cymar.	
Purchase of property	Before proceeding, the LM, AM and Cymar trustees need to discuss and agree how responsibility for funding and fundraising for the new property will be apportioned between them. When considering taking on a new property all will take into account environmental considerations, the cost of maintenance and any income that can be earned from the property to help support the life of the constituent body meetings.	

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Disposal / sale of property Proceeds of sale	LM discerns it is time to dispose of or sell a particular property. It consults with Cymar Property Committee at all stages. It sends a minute to AM and Cymar trustees. LMP are involved with sale negotiations with agents, solicitors and potential purchasers. AM considers the LM / trustees minute and writes its own minute which is sent to the LM and Cymar trustees	Trustees discern it is time to dispose of or sell a particular property. Property Committee makes a recommendation to the whole Cymar Trustee board who make the final decision on the terms of the sale – price etc. Cymar Property Committee are involved with the legal process and notifying FTL. They ensure that due legal and charity commission processes are followed. FTL are notified and provide the necessary documentation to solicitors.
Purchase of property Disposal / sale of property Proceeds of sale Borrowing		Any net proceeds of sale will be deposited in the Cymar Property Fund. Trustees are responsible for ensuring, subject to the terms of any relevant specific trusts, that any proceeds of sale are applied appropriately for the benefit of Meeting Houses and places where LMs meet across the Cymar area Trustees are responsible for maintaining records of all the properties and the trusts (if any) under which they are held.
Borrowing		Cymar will not borrow on the security of any property without the minuted consent of the relevant LM and AM concerned.
Legal		
Employment	See Protocol document	
Insurance for staff	Arrange for certificate of employers' liability insurance to be publicly displayed in their property	Cymar will provide employers' liability insurance. Self-employed workers must make their own insurance arrangements. Send employment liability insurance certificates to LMs for public display

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Insurance	Any events affecting insurance and potential claims received by LM should be communicated by the LM to the Cymar Property Committee convenors as soon as possible. The LM does not contact the insurance broker in the first instance.	Cymar arranges and pays for insurance for buildings and their grounds, contents insurance, and public and employee liability insurance for all property including burial ground. Liaises with the insurance agent about all matters affecting insurance.
Alteration		
	The terms of this Memorandum may be altered at any time by mutual agreement in the form of Minutes of the constituent bodies and Cymar Trustees respectively. Version 9, November 2025	